



Protecting Children by Strengthening Families

**FRANKLIN COUNTY CHILDREN SERVICES (FCCS)**

**REQUEST FOR PROPOSAL NUMBER # 14-11**

**FOR**

**CHILD WELFARE ASSESSMENTS**

**DATE AND TIME OF PROPOSAL OPENING:**

**NOVEMBER 19, 2014 AT 12:00 P.M., 855 W. MOUND STREET, COLUMBUS, OHIO 43223**

**PROPOSAL SUMMARY**

Franklin County Children Services (FCCS) is seeking to contract with a behavioral health care provider to provide periodic behavioral health services reassessments of children in the custody of FCCS. The reassessments must take place every 90 days for a period of 18 months following the initial assessment, and will measure the progress (or lack of progress) made by the youth during on-going treatment.

Vendor qualifications and specifications for the proposed work are in Part 2 of this document. Sealed proposals will be accepted by the Procurement and Contracts Management Department, 855 West Mound St., Columbus, OH 43223, until **November 19, 2014 at 12:00 P.M.**, at which time they will be opened and names of the proposers read. Proposal documents may be obtained by sending an email to: [procurement@fccs.us](mailto:procurement@fccs.us) or from the FCCS Purchasing Office at the address noted above, between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, except holidays. Questions regarding the Request for Proposal should be directed to the email above or sent by fax to the Director of Procurement and Contracts Management at 614-275-2759.

This Request for Proposal, (RFP #14-11) is issued under the provisions of the Ohio Revised Code (ORC) Sections 307.86 to 307.92. All proposals submitted in response to this RFP must comply with Ohio law. The laws of the State of Ohio will govern any disputes arising under this RFP and any subsequent contract.

**FOR INFORMATION ON FCCS PROGRAMS AND SERVICES PLEASE VISIT OUR WEBSITE AT:**

**[HTTP://WWW.FRANKLINCOUNTYOHIO.GOV/CHILDREN\\_SERVICES/INDEX.CFM](http://www.franklincountyohio.gov/children_services/index.cfm)**

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**1.**

## **PART I-RFP TERMS AND CONDITIONS**

### **1. GENERAL INFORMATION**

#### **1.1. DEFINITIONS**

- a) "Offeror" means the entity or individual that submits a proposal to the FCCS Procurement and Contract Administration Department in accordance with the RFP instructions herein.
- b) "Response" means the material submitted by the Offeror in answering the RFP solicitation.
- c) "Contractor" means the entity selected by FCCS to accomplish a given task or project.
- d) "Provider" is a reference to a vendor, supplier, company or organization who provides the products or services being requested in the RFP.

#### **1.2. ISSUING OFFICE**

This RFP is released by and any subsequent contract will be with FCCS. The FCCS Provider Services Department will be responsible for coordination of all activities related to the project with the selected contractor.

This proposal consists of the RFP Document, Attachment 1, "*Letter of Intent and Affidavits*," and Attachment 2 "*Response to Specifications*."

Interested providers should submit a "Letter of Intent to Submit Proposal" to ensure they receive all communications regarding the RFP. A form letter is included in Attachment 1 to the RFP documents. Letters may be sent via E-Mail to: [procurement@fcss.us](mailto:procurement@fcss.us) or faxed to the attention of Linda Austin, Director of Procurement, Fax # 275-2759.

FCCS will issue **all** communication pertaining to this RFP via e-mail. Only those providers who submit a letter of intent will be added to the distribution list for RFP clarifications, addenda, the Q & A Document etc. FCCS recommends that providers submit e-mail addresses for at least two individuals so no important communication is overlooked.

It is provider's duty to notify FCCS, at the e-mail address shown above, of any change to the e-mail addresses submitted on the letter of intent. **FCCS is not responsible for incorrect e-mail addresses, undeliverable mail due to recipient's mailbox exceeding its limit, and/or other related e-mail or Internet service provider problems.**

**1.3. PROCUREMENT TIMETABLE RFP #14-11**

FCCS reserves the right to revise this schedule after providing reasonable notice.

October 15, 2014	Released to FCCS distribution list and 1 <sup>st</sup> publication in the Columbus Dispatch and The Daily Reporter; published on the Franklin County Purchasing Website at <a href="http://purchasing.franklincountyohio.gov/">http://purchasing.franklincountyohio.gov/</a> Inquiry period begins.
October 22, 2014	2 <sup>nd</sup> Publication
October 24, 2014	Letter of Intent to respond due to FCCS by 10:00 a.m.
October 28, 2014	Question and Answer Period Closes at 4:00 p.m. No further inquiries for RFP clarification will be accepted
November 4, 2014	FCCS expects to release written responses to questions.
November 19, 2014 12:00 p.m.	Sealed Proposals must be received at FCCS, 855 W. Mound Street, Columbus, Ohio no later than, <b><u>November 19, 2014 at 12:00 P.M. The date and time is absolute and final.</u></b> The clock in FCCS Purchasing Department will serve as the official record of the time and date that sealed proposals are received, and will be the sole factor in determining if proposals are received in time to be considered. FCCS will reject any proposal received after this date/time as non-responsive with the terms of the RFP.
January	Notification to Bidders of intent to award (Estimated)
February 1, 2015	Estimated begin date

**2. REVIEW OF PROPOSAL**

Any conflicts, ambiguities, discrepancies, omissions, or other errors discovered in the RFP must be reported immediately to FCCS at the following address: [procurement@fccs.us](mailto:procurement@fccs.us). Questions regarding the RFP or the requested program or services are to be directed to: [procurement@fccs.us](mailto:procurement@fccs.us).

**3. PRE-PROPOSAL MEETING**

No pre-proposal meeting will be held. Submit questions in accordance with Section 4 below.

**4. QUESTION & ANSWER PERIOD**

As outlined in Section 1.3, "Procurement Timetable" providers may ask clarifying questions regarding this RFP during the question and answer period. Questions are to be submitted to the following e-mail address: [procurement@fccs.us](mailto:procurement@fccs.us). Questions about this RFP must reference the section number, heading, and page number for the provision under question. FCCS may, at its option, disregard any questions that do not appropriately reference an RFP section number, heading, and page number.

All questions will be consolidated into a single set of responses and e-mailed in the form of an addendum to those providers submitting a letter of intent to respond.

FCCS will not respond to any questions submitted after 10:00 a.m. on the day the question and answer period closes. See Section 1.3 "Procurement Timetable."

**5. ADDENDA**

Any changes to the RFP will be by formal addendum. All addenda will be e-mailed, read receipt requested, to the individual(s) noted as the contact person on the letter of intent.

**6. COMMUNICATION PROHIBITIONS**

From the initial development phase of this RFP until an actual contract(s) is awarded, there may be no communications concerning the RFP between any person, organization, or other business entity that expects to submit a proposal and any employee of FCCS in the issuing office, or any other FCCS employee, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the provider. Any attempt at prohibited communications may result in a prospective provider being disqualified from responding to the RFP or result in a proposal being found non-compliant with the terms of the RFP.

The only exceptions to this prohibition are as follows:

- a) Communications with the Department of Procurement conducted pursuant to the RFP Q&A Period
- b) As necessary in any pre-existing or on-going business relationship between FCCS and any prospective provider that might submit a proposal in response to this RFP
- c) As part of any interview, proposal clarification process, or negotiations initiated by FCCS, that FCCS deems necessary in order to make a final selection

FCCS is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the RFP Document, the FCCS Q & A Document, or a formal addendum to the RFP.

**7. PROPOSAL SUBMISSION**

For a proposal to be considered, it must be received no later than the proposal submission deadline shown in Section 1.3, "Procurement Timetable."

**Hand deliver, courier, or mail proposals to:**

Franklin County Children Services  
Director of Procurement  
855 W. Mound St.  
Columbus, OH 43223

**Offerors assume the risk of the method of delivery used.** FCCS assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Proposals may NOT be delivered by facsimile transmission or other telecommunication or electronic means. Hand delivered proposals may be delivered ONLY between the hours of 8:30 a.m. and 3:30 p.m., Monday through Friday, excluding holidays observed by FCCS and prior to the proposal due date. Proof of delivery includes either of the following:

- a) Dated receipt from FCCS or
- b) Dated invoice/receipt from a commercial carrier

FCCS is not responsible for proposals incorrectly addressed or for proposals delivered to any FCCS location other than the address specified above. No confirmation of mailed proposals can be provided.

Proposals must be complete at the time of submission. All proposals and accompanying documents will become the property of FCCS and will not be returned. The submission of a proposal constitutes an offer to perform the requested service.

**8. PROPOSAL VALIDITY**

Proposals, including the cost proposal, are viable for ninety (90) days unless an extension of time is communicated to all Offerors.

**9. PROPOSAL COSTS**

Costs incurred in the preparation of a proposal are the responsibility of the Offeror. FCCS will not contribute in any way to the costs associated with responding to a request for proposal or entering into contract negotiations; additionally, any costs associated with interviews and/or negotiations related to the proposal are the responsibility of the Offeror.

**10. PROPOSAL MODIFICATION**

Once a proposal has been submitted, Offerors may modify their proposals at any time prior to the closing date and time for receipt of proposals. Modifications must be in writing and must be signed by the authorized signatory of the prospective provider.

**11. WITHDRAWAL OF PROPOSALS**

A proposal may be withdrawn by submitting a written request, signed by the authorized signatory of the prospective provider submitting the Letter of Transmittal, to the Director of Procurement. The withdrawal request must be faxed to the Director of Procurement at 614-

275-2759 or hand-delivered to Franklin County Children Services, Director of Procurement, 855 W. Mound Street, Columbus, Ohio 43223.

## **12. PRESENTATIONS**

Offerors may be required to appear before an evaluation panel composed of FCCS staff and others selected by FCCS to respond to questions from the evaluation panel and to present any additional information FCCS has requested. If presentations or additional information is requested from one or more Offerors, the evaluation panel is not required to request information from all Offerors.

## **13. PUBLIC INFORMATION DISCLAIMER**

In order to ensure fair and impartial evaluation, proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under ORC Section 149.43 will not be available until after the award of the contract.

## **14. CONSIDERATIONS**

Proposals in response to this RFP are to take into account any information communicated by FCCS in the FCCS Q&A Document for the RFP and any addenda to the proposal. Offerors are to base their RFP responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in the RFP.

Proposals submitted in response to this RFP must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the proposal being determined non-responsive and may result in the elimination of the proposal from consideration. At the option of FCCS, any or all aspects of the successful proposal(s) will become contractual obligations. Failure of the successful Offeror to accept FCCS contract terms may result in cancellation of the award.

## **15. ETHICAL & CONFLICT OF INTEREST REQUIREMENTS**

No contractor, individual, company, organization or any other business entity seeking a contract will not promise or give to any FCCS employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties.

No contractor, individual, company, organization or any other business entity seeking a contract shall solicit any FCCS employee to violate any FCCS ethical requirements for employees.

Any provider acting on behalf of FCCS must refrain from activities that could result in violations of ethics and/or conflicts of interest. Any provider, prospective provider, or potential provider who violates the requirements and prohibitions defined here or in Section 102.04 of the Ohio Revised Code is subject to termination of their contract or refusal by FCCS to enter into a contract.

FCCS employees, providers, and contractors who violate Sections 102.03, 102.04 2921.42 or 2921.43 of the Ohio Revised Code may be prosecuted for criminal violations.



**16. SUBCONTRACTOR**

The provider selected for the contract will be solely responsible for contractual performance and management of all subcontractor relationships. All prospective providers considering the use of a subcontractor for any part of the work described in this RFP must clearly identify the proposed subcontractor(s) and their role in providing services.

**17. UNRESOLVED FINDINGS FOR RECOVERY (ORC SECTION 9.24)**

ORC Section 9.24 prohibits FCCS from awarding a contract to any entity against whom the Auditor of State has issued a finding for recovery, if the finding for recovery is “unresolved” at the time of award. By submitting a proposal the prospective provider warrants that it is not now, and will not become, subject to an “unresolved” finding for recovery under ORC 9.24 prior to the award of any contract arising out of this RFP, without notifying FCCS of such finding. FCCS will review the Auditor of State’s website prior to the completion of evaluations of proposals submitted pursuant to this RFP. FCCS will not evaluate a proposal from any Offeror whose name, or the name of any of the subcontractors, appears on the website of the Auditor of the State of Ohio as having an “unresolved” finding for recovery. <https://ohioauditor.gov/findings.html>

**18. FEDERAL DEBARMENT**

By submitting a proposal the prospective provider warrants that it is not now, and will not become, listed on the federal excluded parties list prior to the award of any contract arising out of this RFP, without notifying FCCS of such finding. FCCS will review the federal website prior to the completion of evaluations of proposals submitted pursuant to this RFP. FCCS will not evaluate a proposal from any prospective provider whose name, or the name of any of the subcontractors, appears on the federal excluded parties list.

<http://www.epls.gov>

**19. AFFIDAVITS REQUIRED**

- a) Letter of Transmittal, Exhibit B
- b) Non-Collusion, Exhibit C
- c) Delinquent Personal Property Tax, Exhibit D
- d) Non-Discrimination and Equal Opportunity Affidavit, Exhibit E
- e) Compliance with Ohio Ethics Laws, Exhibit G

**20. INSURANCE**

The organization must carry professional, general and automobile liability insurance in the amounts of \$1 million per occurrence and \$2 million aggregate minimum, with Franklin County Children Services designated as “other insured”. A “certificate of insurance” with FCCS named as the other insured and including RFP #14-11 must be included with the proposal response.

**21. FCCS RIGHTS AND CONDITIONS**

- a) FCCS reserves the right to reject any proposal in which the Offeror takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including, but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that FCCS considers to be excessive compared to existing market conditions, or submits prices that exceed the available funds of FCCS.
- b) FCCS reserves the right to reject, in whole or in part, any proposal that FCCS determines would not be in the best interest of FCCS.

- c) This RFP does not constitute an offer. Acceptance of proposals for review does not commit FCCS to award a contract, nor is FCCS liable for any costs incurred in the preparation of proposals.
- d) FCCS is the final authority in determining if a proposal is responsive or non-responsive to the terms and conditions of the RFP.
- e) FCCS may, at its sole discretion, waive minor errors or omissions in any proposal.
- f) FCCS reserves the right to award a single contract, multiple contracts, or to reject any and all proposals or parts of proposals received.
- g) FCCS reserves the right to request offerors to provide clarifications and/or to submit additional information pertaining to their proposals, and may request such clarification and/or additional information as it deems necessary at any point in the proposal review process. When initiated by FCCS, any requests for proposal clarification and offerors verbal or written response to those requests will not be considered a violation of the communication prohibitions contained in Section 6 "Communication Prohibitions." Such communications are expressly permitted when initiated by FCCS, but are at the sole discretion of FCCS.
- h) FCCS reserves the right to negotiate cost proposals with offerors and to request offerors to submit a best and final offer.
- i) FCCS reserves the right to extend the scope of the RFP or the contract resulting from the RFP to incorporate additional related services, or to incorporate best practices or services unforeseen at the time of the RFP, as long as these services are related to the original service deliverables sought in the RFP. Any additional services supplemental to those defined in the RFP will be negotiated by the parties and authorized by a mutually agreeable written change order or contract amendment as applicable.

**21.1. CANCELLATION OR REISSUANCE OF RFP**

Pursuant to ORC 307.862 (F) An RFP may be cancelled or reissued if any of the following apply:

- a) The supplies or services offered through all of the proposals submitted to FCCS are not in compliance with the requirements, specifications, and terms and conditions set forth in the RFP.
- b) The prices submitted by the offerors are excessive compared to existing market conditions or exceed the available funds of FCCS.
- c) FCCS determines that award of a contract would not be in the best interest of FCCS.

**21.2. PROPOSAL SELECTION AND RECOMMENDATIONS**

The selection and evaluation process includes:

- a) Technical evaluation to determine if the proposal meets the technical requirements stated in the RFP, including submission of all affidavits and response to RFP specifications.
- b) Evaluation and scoring of the proposals by a proposal review team.
- c) Preliminary selection of a provider for the services who proposal FCCS determines to be the most advantageous to FCCS, with price and other factors considered.
- d) Negotiations with selected provider on contract terms.
- e) **NOTE:** Selection of a proposal for contract negotiation does not guarantee a contract for services will be awarded. If FCCS and the selected provider are able to

successfully negotiate the contract terms, the contract will be submitted to the FCCS Board for approval.

- f) If FCCS and the selected provider are unable to reach agreement on contract terms in a timely manner, FCCS will terminate the contract discussions with provider. In such an event, FCCS reserves the right to select another provider from the RFP process, cancel the RFP, or re-issue the RFP.

## **22. CONTRACT TERMS AND CONDITIONS**

Proposals will be contractual obligations if a contract ensues. Failure to accept these obligations may result in cancellation of the award. The contract will incorporate the terms, conditions and requirements of the RFP, the Offeror's proposal, and any other mutually agreed upon terms.

## **23. POST PROPOSAL CLARIFICATIONS**

Unsuccessful Offerors may request clarifying information regarding program evaluation and non-selection. Requests for additional information or for a meeting to discuss non-selection may be sent via email to [procurement@fccs.us](mailto:procurement@fccs.us) or faxed to Linda Austin, Director of Procurement and Contracts Management at 614-275-2759.

## **24. MEDIA**

Only FCCS is authorized to issue news releases relating to this RFP or any Contract resulting from this RFP.

## **25. PROPOSAL SUBMISSION AND DOCUMENTS REQUIRED WITH THE RFP**

- Submit **originals** (no copies are required) of the following (**Please use blue ink pens to sign the documents**):
  - a) **Transmittal Letter:** Exhibit B signed in **Blue Ink** by the individual authorized to legally bind the provider to fulfill the program requirements.
  - b) **Affidavits**
    - 1) Non-Collusion, Exhibit C
    - 2) Non-Discrimination Affidavit, Exhibit D
    - 3) Delinquent Personal Property Tax Affidavit, Exhibit E
    - 4) Ohio Ethics Law, Exhibit F
  - c) **Proposal response (Attachment 2)**
- Submit **original and 5 paper copies** of your response and 1 electronic version (CD or flash drive).

All required Affidavits and Attachments are provided in Word format in a separate attachment for your convenience.

**Do not staple or bind the documents. Secure the copies with binder clips. All documents are to be enclosed in a sealed envelope or container and marked with the name of the company and the RFP#.**

Proposals may be hand delivered, couriered or mailed (not recommended) to Franklin County Children Services, Procurement Department, 855 W. Mound St., Columbus, OH 43223. **If hand delivering proposals, please Submit during the hours of 8:30 a.m. to 3:30 p.m. Mondays through Fridays, excluding holidays observed by FCCS.**

## **PART II-SPECIFICATIONS**

### **26. PROJECT OVERVIEW**

Franklin County Children Services (FCCS) is seeking to contract with a behavioral health care provider to provide periodic behavioral health services reassessments of children in the custody of FCCS. The reassessments must take place every 90 days for a period of 18 months following the initial assessment, and will measure the progress (or lack of progress) made by the youth during on-going treatment.

The selected provider will be responsible for the administration, scoring, and interpretation of the required assessment tools; the communication of test results and treatment recommendations to all parties involved in the treatment of the child; and the coordination and management of the 90 day tracking system required for each reassessment. The behavioral health provider must have staff with demonstrated experience in and knowledge of child welfare practices, as well as experience administering, scoring and interpreting standardized assessment tools.

#### **26.1. ASSESSMENT TOOLS**

- a. The Child Behavior Checklist (CBCL)
- b. The Parenting Stress Index – Short Form (PSI-SF)

#### **26.2. COST OF TOOLS**

The cost of the assessment tools is currently funded by FCCS .The tools will be provided in paper format during the initial phase of the project; plans are to eventually move to electronic forms.

#### **26.3. TARGET POPULATION**

The target population is youth in agency custody. The youth will have initially been assessed by currently contracted clinicians. Following a positive score for trauma and an initial assessment, the youth must be reassessed every 90 days for 18 months, if FCCS still has an open case. Youth will range in age from birth to 18 years old and will be residing in foster homes, kinship homes, residential treatment facilities, or group homes. The provider selected will be expected to travel to the child's place of residence to administer the assessment. For any youth placed outside of the State of Ohio, alternate approved means of contact for reassessments will be negotiated between FCCS and the selected provider.

#### **26.4. SPECIFIC DELIVERABLES**

- a) Receive all referrals from FCCS and maintain a data base with child name, SACWIS ID number, date referral is received, the date the reassessment is administered, and the date the results and recommendations are sent to the designated staff at FCCS.
- b) Contact the site of child's current residence, and arrange for a time to administer the reassessment
- c) Complete the on-site reassessment within the agreed upon timeframe
- d) Follow all rules of selected standardized tool administration.
- e) Complete the reassessment scoring, evaluation report and recommendations within 10 days of completing the reassessment and submit full copies of the tools completed and the written recommendations to the designated FCCS staff via method determined by FCCS.

- f) Maintain all records related to the reassessments, scores and recommendations for each child evaluated and ensure confidentiality of all records at all times
- g) Participate in all training and technical assistance related to the evaluation activities
- h) Prepare and submit all required reports by agreed upon dates; reports will include the assessment report, a monthly summary report of number of referrals received, the number of assessments completed, and the number of pending assessments.
- i) Attend project meetings as requested by FCCS.

**26.5. PROVIDER CREDENTIALS**

The selected behavioral health provider must have adequate staff with the following qualifications to complete the assessments:

- a) Staff performing the reassessments must have an active LSW, LISW, LPC, PC, LPCC, or PCC license
- b) Minimum of three (3) years' direct service/field experience working with children involved in the child welfare system.)
- c) Must have valid driver's license and proof of insurance
- d) Knowledge of functions and resources of behavioral health providers and related social service agencies
- e) Skill in applying principles and practices of social work and child welfare
- f) Ability to communicate effectively orally and in written form, address issues, prepare summaries, and reports
- g) The selected provider must have administrative staff to support the clinician(s) with appointment scheduling, tracking, data base, invoicing etc.

**27. PROPOSAL RESPONSE**

Prepare your response in Times New Roman 12 Point font, single space, and one-sided copies. Be concise in your response; 7 pages maximum.

**27.1. SCOPE OF WORK**

- a. Describe the process you will use for maintaining a referral data base, how it will be structured, the type of tickler system, and who will be responsible for maintaining it.
- b. Briefly describe the process for completing the on-site reassessment, including scheduling, administering, scoring, and developing recommendations. Give time frames.
- c. Describe the individual client records data base/tracking mechanism, including the recording of the date the reassessment is administered, the date the results and recommendations are sent to FCCS and the individual responsible for maintaining this data. Address maintenance of client confidentiality.

**27.2. QUALIFICATIONS**

- a. Describe experience working with children involved in the child welfare system (including direct services field work) of the individual(s) who will administer and interpret the reassessments.
- b. Describe experience in administration and interpretation of standardized assessment tools. Include any experience with the assessment tools referenced in Section 26.1

- c. Describe experience maintaining a client data base, tracking system, and tickler systems

**27.3. BUDGET**

Prepare a program budget in Excel format accompanied by a budget narrative. The budget must include all costs you expect to incur in delivering the program for the first year, including any allocation of your administrative overhead. You may use the Excel budget document attached to the RFP as a guide to preparing the budget. Base your assumptions on completing approximately 350 re-assessments in the first year.

**27.4. CONTRACT PROVISIONS**

A complete contract will be negotiated between FCCS and the selected Provider. This section contains portions of the contract that will be pertinent to the development of a proposal, but is not intended to represent the entire contract.

FCCS will issue a contract for a period of two (2) years, beginning February 1, 2015, with the option to renew for additional terms, and the option to increase the budget if the level of reassessments increases. Any contract renewal or increase in services is based on selected provider's performance of contract requirements and continued need for the services.

Provider will invoice monthly. The terms of the invoicing will be negotiated.

Provider must honor any and all subpoenas from FCCS, and should propose a fee for court appearance. (Hourly rate including preparation time, travel time, and time spent in court both giving testimony and waiting to give testimony.)

Provider must timely submit all required reports generated from the reassessment process.